2 9 JUN 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Charging of Annual Leave on Thursday, 22 June 1972

1.   I was advised by the Director of Personnel on 26 June that the ground rules for the charging of annual leave on 22 June 1972 would be left to the discretion of the Heads of the Operating Components.

2.   The following rules for applying an annual leave charge on 22 June 1972 within the Office of Logistics will be followed:

a.   Individuals who made an endeavor to be present for duty, and did physically arrive at their office on 22 June 1972, will not be charged annual leave for their tardy arrival.

b.   As a general policy, individuals who were not present for duty on 22 June 1972 during any part of the normal working day will be charged annual leave.

c.   Individuals whose state of general health is such that it would be prejudicial toward health or safety to have reported for duty on 22 June 1972 will not be charged annual leave.

d.   Any employee, who falls under subparagraph b above and believes there are mitigating circumstances in his/her case, may appeal this decision to his/her component; i.e., division or staff chief. The component chief is authorized to rule on the matter and make a determination on the recording of leave.

e.   Component chiefs are also authorized to make the necessary determinations for employees falling under subparagraph c above.

STATINTL

John F. Blake
Director of Logistics

cc: OL Division and Staff Chiefs
     Executive Officer, OL

OL 2 3766

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MИC 4/30

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